Combined Classes

What is a Combined Class?

A combined class is an offering with two (or more) class sections which have been coded in Caesar to meet together on the same day/time in the same classroom and are taught by the same instructor.

Why Offer Combined?

Offering combined classes allows two classes to be scheduled together, and for students to register and appropriately count a course toward their career, degree, and major/minor requirements.

The Set-up of Combined Classes

Combinations Within Departments

Classes can be combined within departments, such as an undergraduate level topics course which is combined with a graduate level topics course that covers the same material.

An example of this would be the combination COMP_SCI 395-0 'Special Topics in Computer Science' & COMP_SCI 495-0 'Special Topics in Computer Science', where both classes have the sub-topic 'Artificial Inteligence.'.

Combinations Between Departments

Class can also be combined with classes offered by different departments, such as a courses offered with the same subject by multiple departments.

An example of this would be the combination ENGLISH 338-0 'Renaissance Literature' & GNDR_ST 390-0 'Topics in Gender Studies', where both classes have the sub-topic 'Abstinence Education through Renaissance Tragedy.'

Combined or Cross-listed?

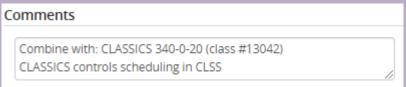
'Combined' and 'cross-listed' are terms which are often used interchangeably, but are very different ways of setting up a course.

Combinations and combined classes are a scheduling aspect within each quarter, and it is a way to place two different classes in the same room to be taught by the same instructor.

Cross-listing happens in the catalog and it is a way to set up the cirriculum of courses which are deemed to be essentially identical. When courses share a course ID they may never be updated independently of one another and only the subject code, catalog number, and course career may differ. With the limitations Caesar creates in updating cross-listed courses, very few departments use this feature in the course catalog.

How Are Combined Classes Scheduled?

STEP 1: Departments schedule individual sections which need to be combined in CLSS, and leave a note in the comment feild for the Registrar to combine.



When entering comments about combinations, please include the full subject code (as listed in Caesar), class, and section number. You can also leave a note here about which department should be the 'controling' scheduler in CLSS.

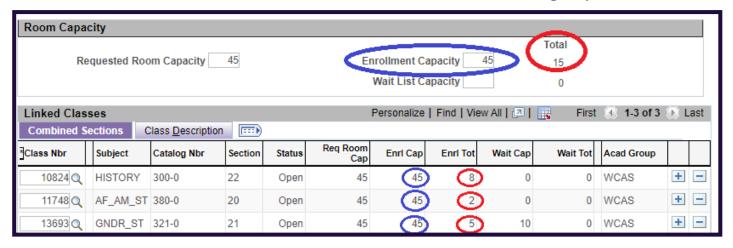
- **STEP 2:** Once *all* sections have been correctly entered into CLSS by departments and the sections have been bridged into Caesar, the Registrar combines the classes in Caesar.
- **STEP 3:** The next day, the combination will appear in CLSS.



Running Enrollment for Combined Courses:

Within combined courses the enrollment capacities are set at two levels: the combined section level and the individual section level. The Registrar assists departments in combining classes in Caesar and setting the enrollment capacity at the combined level. Departments are responsible for updating the enrollment capacities for the individual sections within the combination in CLSS.

Enrollment for the combined class could be 'open until filled.' The enrollment capacities for each individual section in the combination are the same as the **combined enrollment capacity**. As students register in sections of the combined offering, Caesar tallies the enrollments of each section to determine the **combined enrollment total** and will close all sections of the combined class when it reaches the combined enrollment capacity.



Enrollment for the combined section could also be 'section specific.' The enrollment capacities for each individual section in the combination represent a *portion* of the **combined enrollment capacity**. As students register in sections of the combined offering, Caesar tallies the enrollments of each section and will close an individual section in the combination once it reaches the section specific enrollment capacity. Only the section which has met its enrollment capacity will appear as closed, and the other sections will remain open for student enrollment.

